

Community College	Program Name	Occupation Description <sup>2</sup>	Job Outlook <sup>1</sup>		
			Current Number of People Employed in Profession	Average Number of Job Openings per Year	Median Hourly Wage 2005 <sup>3</sup>
Macomb	Michigan Floral Association - Certified Floral Design	<u>Florist Shop, Floral Designer</u> (Florist) Design, cut, and arrange live, dried, or artificial flowers and foliage. Illustrative Examples: Corsage Maker; Flower Arranger	2263	27	\$9.96
		<u>First-Line Supervisors/Managers of Landscaping, Lawn Service, and Groundskeeping Workers</u> Plan, organize, direct, or coordinate activities of workers engaged in landscaping or groundskeeping activities, such as planting and maintaining ornamental trees, shrubs, flowers, and lawns, and applying fertilizers, pesticides, and other chemicals, according to contract specifications. May also coordinate activities of workers engaged in terracing hillsides, building retaining walls, constructing pathways, installing patios, and similar activities in following a landscape design plan. Work may involve reviewing contracts to ascertain service, machine, and work force requirements; answering inquiries from potential customers regarding methods, material, and price ranges; and preparing estimates according to labor, material, and machine costs. These workers have other employees reporting directly to them.	6148	154	\$17.33

	<u>Farmworkers, Farm and Ranch Animals</u> Attend to live farm, ranch, or aquacultural animals that may include cattle, sheep, swine, goats, horses and other equines, poultry, finfish, shellfish, and bees. Attend to animals produced for animal products, such as meat, fur, skins, feathers, eggs, milk, and honey. Duties may include feeding, watering, herding, grazing, castrating, branding, de-beaking, weighing, catching, and loading animals. May maintain records on animals; examine animals to detect diseases and injuries; assist in birth deliveries; and administer medications, vaccinations, or insecticides as appropriate. May clean and maintain animal housing areas. Include workers who shear wool from sheep, and collect eggs in hatcheries. Illustrative Examples: Horse Groomer; Beekeeper; Livestock Feeder	2598	80	\$9.00
<b>Health Unit Coordinator</b>	<u>Receptionists and Information Clerks</u> Answer inquiries and obtain information for general public, customers, visitors, and other interested parties. Provide information regarding activities conducted at establishment; location of departments, offices, and employees within organization. Exclude "Switchboard Operators, Including Answering Service" (43-2011). Illustrative Examples: Appointment Clerk; Front Desk Clerk; Referral and Information Aide	36434	1200	\$11.10
<b>Medical Billing and Coding Certificate</b>	<u>Medical Records and Health Information Technicians</u> (Medical Records Librarian) Compile, process, and maintain medical records of hospital and clinic patients in a manner consistent with medical, administrative, ethical, legal, and regulatory requirements of the health care system. Process, maintain, compile, and report patient information for health requirements and standards. Illustrative Examples: Disability Rater; Medical Records Specialist; Medical Library Historian	5363	139	\$13.47
<b>Pharmacy Technician</b>	<u>Pharmacy Technicians</u> Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, and record amounts and dosages of medications.	8818	247	\$12.03

	<u>Pharmacy Aides</u> Record drugs delivered to the pharmacy, store incoming merchandise, and inform the supervisor of stock needs. May operate cash register and accept prescriptions for filling. Illustrative Examples: Dispensary Attendant; Prescription Clerk	2855	95	\$8.93
<b>Paramedic Academy</b>	<u>Emergency Medical Technicians and Paramedics</u> Assess injuries, administer emergency medical care, and extricate trapped individuals. Transport injured or sick persons to medical facilities. Illustrative Example: E.M.T.	5909	114	\$12.97
	<u>Ambulance Drivers and Attendants, Except Emergency Medical Technicians</u> Drive ambulance or assist ambulance driver in transporting sick, injured, or convalescent persons. Assist in lifting patients. Illustrative Example: Patient Carrier	250	5	\$8.71
<b>Certified Fitness Trainer</b>	<u>Athletic Trainers (Heath Gym, WYCA)</u> Evaluate, advise, and treat athletes to assist recovery from injury, avoid injury, or maintain peak physical fitness.	493	18	N/A
<b>Phlebotomy</b>	<u>Health Diagnosing and Treating Practitioners, All Other</u> All health diagnosing and treating practitioners not listed separately. Illustrative Examples: Acupuncturist; Homeopathic Doctor; Hypnotherapist	3230	113	\$28.57
	<u>Lab Technician</u> Perform routine medical laboratory tests for the diagnosis, treatment, and prevention of disease. May work under the supervision of a medical technologist. Illustrative Examples: Blood Bank Technician; Cytotechnician; Serology Technician	4334	161	\$13.18

**Nursing (Pilot Program) (A)**Registered Nurses

(Nurse Midwife, Nurse Practitioner) Assess patient health problems and needs, develop and implement nursing care plans, and maintain medical records. Administer nursing care to ill, injured, convalescent, or disabled patients. May advise patients on health maintenance and disease prevention or provide case management. Licensing or registration required. Include advance practice nurses such as: nurse practitioners, clinical nurse specialists, certified nurse midwives, and certified registered nurse anesthetists. Advanced practice nursing is practiced by RNs who have specialized formal, post-basic education and who function in highly autonomous and specialized roles. Illustrative Example: Nursing Supervisor

84361

3013

\$26.68

**New Supervisor Certificate**Logisticians

Analyze and coordinate the logistical functions of a firm or organization. Responsible for the entire life cycle of a product, including acquisition, distribution, internal allocation, delivery, and final disposal of resources. Illustrative Examples: Logistics Engineer; Logistics Analyst; Logistics Planner

3597

53

\$30.83

First-Line Supervisors/Managers of Mechanics, Installers, and Repairers

Supervise and coordinate the activities of mechanics, installers, and repairers. Exclude team or work leaders. These workers have other employees reporting directly to them. Illustrative Examples: Marine Service Manager; Ground Crew Chief; Engine Repair Supervisor

15636

357

\$27.48

First-Line Supervisors/Managers of Production and Operating Workers

Supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators. Exclude team or work leaders. These workers have other employees reporting directly to them. Illustrative Examples: Laundromat Manager; Station Chief; Assembly Line Supervisor

30473

584

\$25.69

<b>Customer Relationship &amp; Database Marketing Certificate</b>	<u>First-Line Supervisors/Managers of Office and Administrative Support Workers</u>	39857	776	\$20.59
	Supervise and coordinate the activities of clerical and administrative support workers. These workers have other employees reporting directly to them. Illustrative Examples: Claims Supervisor; Stock Room Manager; Teller Supervisor			
<b>Accounting</b>	<u>Entry Level Accountant</u>	35215	897	\$25.03
	(Bursar) Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. Illustrative Examples: Certified Public Accountant; Tax Accountant			
	<u>Accounting Clerk</u>	60748	1071	\$14.59
	Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Illustrative Examples: Accounts Receivable Clerk; Ledger Clerk; Voucher Examiner			
	<u>General Ledger Accountant</u>	35215	897	\$25.03
	(Bursar) Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. Illustrative Examples: Certified Public Accountant; Tax Accountant			
	<u>Accounting Associate</u>	35215	897	\$25.03
	(Bursar) Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. Illustrative Examples: Certified Public Accountant; Tax Accountant			

<u>Billing Clerk</u> Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods. Illustrative Examples: Calculating Machine Operator; Invoice Control Clerk; Rating Clerk	18486	290	\$14.21
<u>Bank Reconciliation Clerk</u> Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods. Illustrative Examples: Calculating Machine Operator; Invoice Control Clerk; Rating Clerk	18486	290	\$14.21
<u>Accounting Manager</u> (City Controller, Controller, County Treasurer) Plan, direct, and coordinate accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment. Illustrative Examples: Bank Director; Comptroller; Budget Director	12960	222	\$40.50
<u>Product Billing Associate</u> Compile, compute, and record billing, accounting, statistical, and other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods. Illustrative Examples: Calculating Machine Operator; Invoice Control Clerk; Rating Clerk	18486	290	\$14.21
<u>Credit &amp; Collections Accountant</u> (Bursar) Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. Illustrative Examples: Certified Public Accountant; Tax Accountant	35215	897	\$25.03
<u>Accounting/Bookkeeper</u> (Bursar) Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. Illustrative Examples: Certified Public Accountant; Tax Accountant	35215	897	\$25.03

	<u>Property Accountant</u> (Bursar) Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. Illustrative Examples: Certified Public Accountant; Tax Accountant	35215	897	\$25.03
	<u>Financial Analyst</u> Conduct quantitative analyses of information affecting investment programs of public or private institutions. Illustrative Examples: Bond Analyst; Investment Analyst; Securities Consultant	5291	88	\$30.45
	<u>Federal Tax Accountant</u> (Bursar) Examine, analyze, and interpret accounting records for the purpose of giving advice or preparing statements. Install or advise on systems of recording costs or other financial and budgetary data. Illustrative Examples: Certified Public Accountant; Tax Accountant	35215	897	\$25.03
	<u>Accounts Receivable/Payable Administrator</u> Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Illustrative Examples: Accounts Receivable Clerk; Ledger Clerk; Voucher Examiner	60748	1071	\$14.59
<b>Finance (Certif.)</b>	<u>Entry-level positions in the field of corporate money management</u>  <u>Enhancing skills of those already employed in banking, lending, and investment.</u>			
<b>Hospitality Management</b>	<u>Food Service Managers</u> Plan, direct, or coordinate activities of an organization or department that serves food and beverages. Illustrative Examples: Banquet Director; Restaurant Manager; Catering Manager	9177	278	\$19.64

	<u>Lodging Managers</u> (Hotel Manager) Plan, direct, or coordinate activities of an organization or department that provides lodging and other accommodations. Exclude "Food Service Managers" (11-9051) in lodging establishments. Illustrative Examples: Director of Housing; Innkeeper	813	23	\$20.10
<b>Real Estate Fundamentals</b>	<u>Appraisers and Assessors of Real Estate</u> Appraise real property to determine its fair value. May assess taxes in accordance with prescribed schedules. Illustrative Examples: Building Appraiser; County Assessor; Property Evaluator	3102	100	\$23.92
	<u>Real Estate Brokers</u> Operate real estate office, or work for commercial real estate firm, overseeing real estate transactions. Other duties usually include selling real estate or renting properties and arranging loans.	1582	50	\$25.70
	<u>Real Estate Sales Agents</u> (Buyer Broker) Rent, buy, or sell property for clients. Perform duties, such as study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, and draw up real estate contracts. Include agents who represent buyer.	8666	274	\$16.22

1. The average wages and demand for the listed occupations are estimates and will vary by industry, geography, and a candidates skills and experience.
2. The occupations listed are not intended to be all inclusive but are meant to represent a sampling of the fields that the short term training programs would prepare an individual to enter. Individual employers may require, at their discretion, additional training, experience or skills as a requirement for employment.
3. Median hourly wage represents the rate of pay per hour at which half of those working in the profession made more than the amount noted and half made less in calendar year 2005. It is not the average pay per hour.

*For information on admittance or career counseling, please contact the community college's Admissions Office or Student Services Office.*